



04 February 2022

POSITION: ENTRY LEVEL MARKETING / BUSINESS DEVELOPMENT PROFESSIONAL

COMPANY OVERVIEW: Tigerbrain Engineering, Inc. is a global reach civil engineering design firm primarily serving the U.S. Department of Defense (DoD). Our team provides Air Base and Intermodal Infrastructure design services throughout the U.S., Europe, Middle East, Asia, Africa, and the Caribbean; emerging markets are in India and Australia. Tigerbrain maintains an impeccable reputation for quality, and employs those looking to execute projects to the fullest extent. The Company engages in all aspects from field investigations, designs, research, and construction inspection. Projects include military airfields, container handling, and sea ports.

We reward employees accordingly with competitive pay, generous PTO and holidays, and 100% paid health insurance including dependents and family. Performance bonuses are awarded based upon consistently executing projects (plans, specifications, and design reports) correctly and on schedule. The position is based in Oviedo, Florida (Orlando metro area). Relocation costs will be covered by the Company.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The successful candidate will engage in DoD, Rail, and Sea Port marketing, participate in events and conferences, client data search, literature development, face-to-face client interaction, and proposal preparation. The position assists and coordinates data and content for the timely submission of Company proposals. This person will report to and work closely with the Marketing Director, Marketing Manager, and Vice President of Corporate Contracts as well as assist other departments as needed. The position will have U.S. based travel with senior marketing executives and international travel is probable.

- Participate in opportunity searches through internet, outreach campaigns and other efforts
- Develop and maintain company's Marketing data base including contact strategy execution
- Coordinate and execute contact campaigns to further top-of mind messaging
- Coordinate and assist in the timely response to RFPs, RFIs, and Sources Sought opportunities including sourcing of proposal content and images
- Assist in the development and production of Marketing material
- Assist in the further advancement of Company branding and messaging including its web presence
- Ability to travel to different engineering based conferences, set up booths, interaction with potential clients/government officials
- Other duties as may be assigned

REQUIREMENTS & QUALIFICATIONS:

- Due to the other types of projects in the Company, all candidates must be a U.S. citizen and capable of passing US security background check, including driver's license checks. U.S. military contract requirements do not allow dual-citizenship and non-U.S. citizens

- Proficient in Microsoft Word, Excel and PowerPoint
- Experience in Creative Cloud a plus
- Strong verbal and written communications skills
- Must be creative, detail oriented and be able to work independently
- Proficient with WordPress desired
- Ability to speak with clients, government officials on phone and in person at seminars/conferences
- Must communicate effectively and interact well with people
- Permanent position in a fast paced engineering firm with friendly work environment and staff
- Drug-free, alcohol-free, and smoke-free workplace

EDUCATION & EXPERIENCE:

- A bachelor's degree in marketing or communications preferred
- Coursework in marketing communications, marketing to business and government, international marketing, and public speaking preferred
- Strong writing and communication skills
- Foreign languages a plus
- Database capability a plus

BENEFITS:

- Competitive pay commensurate with experience
- 15 days PTO, 12 1/2 paid holidays
- Life insurance policy provided by employer
- 401(k) with employer matching up to 3% and Safe Harbor Plan additional 3%
- Full health insurance coverage paid by employer, includes medical, dental, and vision
- Employer funded Health Reimbursement Card (HRA)
- Additional traveler's health insurance based upon country of travel
- Company sponsors travel logistics, lodging, passport, business visas, travel vaccinations, safety and security training, and other site-specific needs, and Federal per diem provided as needed per project

Tigerbrain Engineering, Inc. is an equal opportunity employer